

Structural Regulatory Training Information

**Date
Established**

April 16, 2008

**Enforcement
Letter**

Enclosure to Enforcement Letter, ENF 08-09

Distribution

County Agricultural Commissioners

Referrals

If you have any questions, please contact Kathleen Boyle, of my staff at (916) 445-3909; or kboyle@cdpr.ca.gov.

Background

The Department of Pesticide Regulation (DPR), in conjunction with the Structural Pest Control Board (SPCB) is required to provide training to county agricultural commissioner (CAC) staffs and other personnel involved in structural pest control investigations and enforcement.

**Attendance
Requirements**

1) Attendees are required to attend all three days of the training in order to receive reimbursement.

2) All attendees, particularly those commuting daily, should plan on staying until completion of each day's training. Traffic congestion, and personal time commitments are recognized, but for the sake of others, if you're unable to stay the entire day give your training slot to someone who can stay.

Continued on next page

Structural Regulatory Training Information, Continued

Northern California Training	Structural Training for Northern California will be provided at: Radisson Hotel 6680 Regional Street Dublin, CA 94568 (925) 828-7750
Hotel weblink	General Hotel Information: http://www.radisson.com/dublinca
Training dates	Dates: Monday May 12; 1-5 pm. Registration begins at noon Tuesday May 13; 8 am to 5 pm. Wednesday May 14; 8 am to noon
Room rate	Hotel room rate for training attendees is a state government rate of \$110/night plus applicable taxes. Rooms are blocked for May 12 and May 13, 2008
Room reservations	Room reservations must be made by <u>April 30</u> , 2008. Please make your reservations <u>as soon as possible</u> . Reservations may be made by either: 1) Phone: (925) 828-7750 or 2) By direct email to: Kathy.quillin@dublinradisson.com (sales manager) 3) Room block is under "DPR" or "Dept. of Pesticide Regulation" 4) A credit card number will be required to guarantee room reservation 5) Email: Also leave name, phone number, state/county or other affiliation
Lodging reimbursement	Lodging reimbursement <u>only</u> covers room rate and applicable taxes; individuals are responsible for all other charges such as phone calls, pay TV, bottled water, etc.
Map and Directions	Use the General Hotel Information weblink above, or www.mapquest.com for a map and directions to the hotel.
Parking	Parking is free.

Continued on next page

Structural Regulatory Training Information, Continued

Southern California Training	Structural Training in Southern California will be provided at: Town & Country Resort and Convention Center 500 Hotel Circle North San Diego, CA 92108 (619) 297-6006
Hotel weblink:	General Hotel Information: www.towncountry.com
Room rate	Hotel room rate for training attendees is at the state government room rate of \$110/night plus applicable taxes. Rooms are blocked for June 2 and June 3, 2008.
Room reservations	Room reservations must be made by May 12 , 2008. Please make your reservations <u>as soon as possible</u> . Reservations can be made by: 1) Phone: 800-772-8527 2) Room block is under "California Dept. of Pesticide Regulation" The hotel specifically requested that the acronym <u>not</u> be used. 3) Rate includes single or double occupancy
Lodging reimbursement	Lodging reimbursement <u>only</u> covers room rate and applicable taxes; individuals are responsible for other charges such as phone calls; pay TV, bottled water, etc.
Hotel parking	There is a \$1 per vehicle per day charge for hotel guests. There is a \$4 per vehicle per day charge for all others. Additional information will be provided on Day 1 as to the handling of the parking fees.
Training Dates	Dates: Monday June 1; 1-5 pm Registration begins at noon Tuesday June 2; 8 am to 5 pm Wednesday June 3; 8 am to noon
Map and Directions	Use the General Hotel Information weblink above, or www.mapquest.com for a map and directions to the hotel.

Continued on next page

Structural Regulatory Training Information, Continued

What to bring	<p>Attendees are asked to bring the following:</p> <ol style="list-style-type: none">1) Clipboard & Pen2) Camera (if available)3) Tablet PC with AIRS program (if available; only pertains to CAC staff)4) Flashlight
Demonstration Day	<p>Branch 1 demonstration in Northern CA will require travel; carpooling will be encouraged. Branch 2 & 3 demonstrations will be conducted at the hotel.</p> <p>Branch 1 demonstration in Southern CA will require travel; may be by carpooling or by bus</p> <p>Sun, temperature, and wind will be factors during Demonstration Day at both locations, so dress accordingly. May want to bring sun block and insect repellent.</p>
Travel to Training	<p>County employees are encouraged to carpool in county vehicles to the training sites. In order to provide training within the budget, county agricultural commissioners have been asked to cover employees' fuel/mileage costs.</p>
Individual Claims	<p>Attendees are to submit their claims for reimbursement directly to their county agricultural commissioner; in turn the county agricultural commissioner is to submit one claim (covering all attendees) to the Department of Pesticide Regulation for reimbursement.</p> <p>The Department of Pesticide Regulation (DPR) can <u>not</u> directly reimburse county employees.</p> <p>Specific information required by DPR will be found under Reimbursement Guidelines.</p>

Continued on next page

Structural Regulatory Training Information, Continued

Allowable Expenses

County Agricultural Commissioners may be reimbursed for actual expenses incurred by their employees for attending the Structural Regulatory Training.

Allowable expenses include: commercial airfare and airport parking (must be pre-approved by DPR); lodging (2 nights), hotel parking, shuttle service; bridge tolls; meals and incidentals. Toll road expenses are not covered. (See reimbursement guidelines).

Receipts are required for: commercial airfare, airport parking, shuttle service, lodging, and hotel parking. Receipts are not required for meals and incidentals, but there is a maximum amount allotted. (See reimbursement guidelines).

All reimbursements must be in accordance with the established California State guidelines: <http://sam.dgs.ca.gov/TOC/700/default.htm>

Reimbursement Guidelines – Lodging

Reimbursement for lodging is only allowed for distances greater than 50 miles from the employee's worksite and from the employee's home. Lodging reimbursement includes established state government room rate, plus applicable taxes, and other room fees such as CA recovery fee, etc.

County employees are responsible for room incidentals such as telephone or internet charges, bottled water, mini-bar items, pay audio/video services, etc.

Reimbursements for hotel lodging in which a room was shared by two employees, must include the names of both employees. DPR can only reimburse the county for the room rate, not for the number of employees.

Reimbursement Guidelines – Per Diem

Reimbursement for meals or incidentals is based upon both travel time, and distance from worksite/home to destination. Parking expense will be covered, regardless of travel time/distance.

Distance < 50 miles

County employees whose worksite is less than or equal to 50 miles and whose home is less than or equal to 50 miles from destination can not be reimbursed for any meal, or for incidentals.

Continued on next page

Structural Regulatory Training Information, Continued

Reimbursement Guidelines – Per Diem	County employees whose worksite is greater than 50 miles <u>and</u> whose home is greater than 50 miles from destination will be allowed reimbursement for meals and incidentals, provided the following time lines are met.
Distance > 50 miles	<p>Breakfast: Trip originated at or before 6 am, and lasted until 9 am or later (\$6)</p> <p>Lunch: Not allowed when trip is less than 24 hours in duration. For trips greater than 24 hours duration, trip must begin at or before 11am, lasting until 2 pm or later (\$10)</p> <p>Dinner: Trip originated at or before 4 pm and lasted until 7 pm or later (\$18).</p> <p>Note: Reimbursement can <u>not</u> be made for alcohol!</p> <p>Receipts are <u>not</u> needed by DPR for meals. Reimbursement for meals can <u>not</u> exceed the stated amounts.</p> <p>Incidentals: Incidentals include such items as tipping, newspaper, etc. Incidentals are allowed for trips that are 24 hours or longer in duration. (\$6/day). Receipts are <u>not</u> needed.</p> <p>Per Diem reimbursement for this year's Structural Regulatory training at either location will cover:</p> <p>Day 1 – lunch (if time/distance requirements are met), and dinner</p> <p>Day 2 – dinner</p> <p>Day 3 – lunch; (dinner may be allowed for those counties meeting the time / distance requirements)</p>

Continued on next page

Structural Regulatory Training Information, Continued

Invoice Information Required – General

The county invoice must include the following information:

- 1) Names of all employees for which reimbursement is being sought
- 2) Grand total of reimbursement request
- 3) Statement: “This claim for reimbursement has been reviewed by (insert County Name) pursuant to current policies and procedures. (County name), is requesting reimbursement for expenses incurred for the Structural Regulatory Training held (give location and date).”
- 4) Original signature, name and title of authorized person: County Agricultural Commissioner, Chief Deputy, Assistant Commissioner, or Pesticide Use Enforcement Deputy.
- 5) Date invoice signed
- 6) Address where reimbursement is to be sent

Note: County Agricultural Commissioners are urged to submit reimbursement invoices as soon as possible after the completion of the training.

Invoice Information Required – Specific

For each employee:

- 1) Training function attended, location and date of training
 - 2) Breakdown for each day:
 - a) Date of travel, (include time trip originated on given day, and time trip terminated on given day)
 - b) Lodging expense (room rate plus tax and room fees (if applicable) (note if room was shared, need both names of both employees)
 - c) Meal(s) being claimed (can not exceed maximum allotment, must meet travel time requirements)
 - d) Incidental expense, if applicable (must meet time requirements)
 - e) Parking expense
 - f) Other expenses (commercial airfare, shuttle, etc. if applicable)
 - g) Daily subtotal
 - h) Grand total
-

Continued on next page

Structural Regulatory Training Information, Continued

Invoice Submission

Submit Invoices to:

California Department of Pesticide Regulation
Structural Training Coordinator
Enforcement Branch
PO Box 4015
Sacramento, CA 95812-4015

State Warrants

State warrants will be issued to the County Treasurer/Agricultural Commissioner and sent directly to the County Treasurer. The remittance advice will include the invoice number or other identifying number.

Structural Education and Enforcement Fund

The Structural Education and Enforcement Fund (Fund) is the source from which county agricultural commissioners are reimbursed for both the Structural Regulatory Training, and for structural investigative cases.

It is possible that the overall cost of providing Structural Regulatory Training this year may exceed the targeted amount for training, thereby reducing available monies remaining in the Fund for reimbursement of structural investigative cases.

Training vs Case Reimbursement Requests

Counties are encouraged to submit any structural investigative case reimbursement request completed within fiscal year 07/08 to DPR. Structural Regulatory Training requests will be processed first, followed by structural investigative case reimbursement requests on a first come "basis"

In the event there is not enough money in the Fund to cover structural investigative case reimbursement requests received after April 15, 2008 the information will be useful when negotiating this year with the Structural Pest Control Board for the next contract period.
